

HERNDON COMMUNITY CENTER

BIRTHDAY PARTIES



814 Ferndale Avenue
Town of Herndon, Virginia 20170
Phone: 703-787-7300 Fax: 703-318-8652
www.herndon-va.gov

Thank you for considering the Herndon Community Center and the Town of Herndon Parks and Recreation Department for your birthday party. Our staff is available to help ensure an enjoyable, safe and economical birthday party.

Policies & Procedures

1. Applications for parties must be made only by adults. Submitting an application DOES NOT GUARANTEE an applicant the requested date, time, and/or room. All rentals are subject to a review and approval process that may take up to five working days.
2. The applicant is solely responsible for injuries to persons or damages to property of the community center and their guests.
3. All parties: For every five children at least one chaperon will be required while in the center. **For Pool Parties:** every three children under the age of six must have at least one adult (aged 18 and older) in the water with them.
4. A \$40 deposit is required to secure the date. The deposit is not refundable after approval of the application. The balance is due no later than 12:00 noon on the Tuesday before the party. Adding children after this date will require the purchase of the package corresponding to the number of additional children. However, additional cake, pizza, or drink will not be available. Only paper products will be available for the additional paid children.
5. **Open flames including candles are prohibited** at the Herndon Community Center. Candles may not be placed on the cake either lit or not.
6. All individual belongings must be removed from the party room at the end of your party. The Herndon Parks and Recreation Department will not store any belongings or be responsible for lost or stolen items.
7. This reservation is not valid unless approved and the fees are paid in full.
8. All reservations are subject to cancellation by the Herndon Parks and Recreation Department.
9. **No more than 35 people** are allowed in the Party Room at one time. All other attendees will be asked to leave. Maximum number in party room can change depending on room assigned.

General Information

1. **If additional food is brought in, the parent/chaperon is responsible for all paper goods and utensils.** Games and/or activities are the sole responsibility of the parent/chaperon, and are not included in the package.
2. The use of tape, staples, tacks, or any other adhesive/fixture is strictly prohibited.
3. A confirmation letter will be mailed upon approval of application.
4. It is important that you arrive no more than 10 minutes prior to your party and are prompt in clearing the room for any subsequent rentals. The party room is available for one hour only unless additional time is purchased.
5. Pool use is not exclusive and will be held only during open swim. Please note that there is no open swim time on Saturday or Sunday until after 12:00 p.m.

COMMUNITY CENTER RULES

1. No alcoholic beverages or any person under the influence of alcohol are permitted on the property during the community center operating hours. (Anyone found under the influence of alcohol and any other drugs must leave the premises).
2. Smoking is not permitted in the Community Center.
3. Hallways and entrances must be left clear of obstructions and should be accessible at all times.
4. Shirts and shoes are required in all areas of the Community Center except the pool area and any classes that require no shoes.
5. Animals are not permitted inside the Center except service animals with their handler.
6. Bicycles are to be parked only in the designated area.
7. Skateboarding, roller blades and biking are prohibited in the Center.
8. Betting or gambling is prohibited in the Center.
9. Abusive, profane, threatening, indecent language, attire and behavior are prohibited.
10. Person or persons will be held financially responsible for any damage to the building, equipment, furnishings or grounds of the Community Center.
11. Playing or climbing the gymnastic or other gym equipment is not permissible.
12. No running or bouncing balls in the hallways.
13. Parents or guardians who have children attending events will be held accountable for the actions of their children. Children must be under adult supervision at all times.
14. No one should be paged at the Community Center unless it is an emergency.
15. No loitering.
16. All personal articles are the responsibility of the renters and guests. The Parks & Recreation Department will not accept any responsibility of any articles lost or stolen.
17. Accidents involving injuries should be reported to the Parks & Recreation Department staff immediately.